

CHAPTER 4

MAIL CLASSIFICATION AND SERVICES

MAIL CLASSIFICATION

Upon the completion of this chapter, you will know how to classify the different categories of mail, understand the Navy's mailing policy, what special services are available, and the restrictions that apply to each.

As the official mail manager (OMM) or assistant, you will be accepting many different types of articles, such as letters, merchandise, books, magazines, and other similar items. Before you accept any article for mailing, you should determine what class of mail it is and by what method it will be sent. Domestic mail is classified by weight, contents, and service. Domestic mail is divided into five classes: Express, First-Class, Periodicals, Standard Mail (A), and Standard Mail (B).

When you are ready to conduct business, determine what classes of mail you will be handling. You should be familiar with domestic mail, its classes, and the rates of postage.

Domestic mail as stated in the *Domestic Mail Manual* is defined as: "Domestic mail is mail transmitted within, among, and between the United States; its territories and possessions; the areas comprising the former Canal Zone; Army/Air Force post offices (APO) and fleet post offices (FPO); and mail for delivery to the United Nations, New York. " To understand what the term *territories and possessions* means, refer to figure 4-1.

From figure 4-1, you can see it is possible to send a letter halfway around the world and be subject to the same rate of postage as you would for a letter being sent across town.

Domestic mail is divided into classes according to the contents and weight of the article being mailed, and the service desired by the sender.

To compute the postage and fees for domestic mail, you should use the *Domestic Mail Manual* (DMM) and the changes announced in the USPS *Postal Bulletin*. Use USPS Poster 123-L or 123-S with the Postal Zone Chart of the mailing post office to determine the postal zone. Compute the postage and fees for international mail according to the

U.S. TERRITORIES AND POSSESSIONS	
BAKER ISLAND	COMMONWEALTH OF THE
CANTON ISLAND	NORTHERN MARIANA ISLANDS
CAROLINE ISLANDS	PALAU
ENDERBURY ISLANDS	COMMONWEALTH OF
GUAM	PUERTO RICO
HOWLAND ISLAND	SAINT CROIX ISLAND
JARVIS ISLAND	SAINT JOHN ISLAND
JOHNSTON ISLAND	SAINT THOMAS ISLAND
KINGMAN REEF	SAMOA (AMERICAN)
MANUA ISLAND	SAND ISLAND
REPUBLIC OF THE	SWAIN'S ISLAND
MARSHALL ISLANDS	TRUST TERRITORY OF
MIDWAY ISLANDS	THE PACIFIC
NAVASSA ISLAND	VIRGIN ISLANDS (U.S.)
	WAKE ISLAND

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Figure 4-1.—List of U.S. territories and possessions.

International Mail Manual (IMM), the USPS Poster 51, and changes announced in the *USPS Postal Bulletin*. Properly programmed electronic scales may be used to meet all these postal computations.

Items mailed from one overseas military post office (MPO) to another overseas MPO in the same geographic theater will display the words *DOD official intratheater mail* in the area where the postage is usually affixed. The words *DOD official intratheater mail* can be typewritten, rubber stamped, or mechanically printed.

- Q1. When computing postage for domestic mail, you should refer to Poster 123-L or 123-S, the USPS *Postal Bulletin*, and what other publication?
- Q2. Items mailed from one overseas MPO to another overseas MPO in the same theater must have what words placed where the postage is normally affixed?

NAVY MAILING POLICY

The class of mail, service, and mode of transportation selected for official mail must meet the security, accountability, and delivery requirements of material when shipped at the lowest cost.

Parcels containing logistics material (for example: parts or supplies) are forwarded to the transportation officer for shipment by the most economical mode of transportation available.

Shipment of parcels containing administrative material not subject to the Private Express Statutes,

defined in U.S. Code, Title 39, (for example: books, reports, contracts, drawings, etc.) are coordinated with the transportation officer to ensure that the shipment is by the most economical mode of transportation available.

Ensure all mailings destined for the same addressee or area are consolidated by class into the fewest number of mailings possible.

Activities generating large quantities of mail on a consistent basis should take advantage of available postal rate/work sharing discounts.

Q3. Mail destined for the same address or area should be consolidated by using what method?

EXPRESS MAIL

Express Mail is the most expensive class of mail service offered and normally exceeds the need of most Navy mailings. The use of this mail service should be restricted to the following circumstances:

- A mission failure will result; the Navy will incur a significant monetary penalty; or the command/activity has determined that extreme adverse effect to operations or personnel would occur if the item is not received within 24 hours by addressees within the Continental United States (CONUS), Alaska, and Hawaii; or 72 hours for those APO/FPO addressees to whom Express Mail service is provided.
- Failure to report on time because of emergency orders, missing schedules, transportation arrangements, and so forth, would occur if the item is not received within 24 hours by addressees within CONUS, Alaska, and Hawaii.
- Compelling circumstances have prevented the item from being ready for shipment so that it can be delivered in time using regular mail, and the item must be received within 24 hours by addressees within CONUS, Alaska, and Hawaii; 72 hours for those APO/FPO addressees to whom Express Mail service is provided.
- Request for the item was not received in time to prepare shipment for arrival by the due date using regular mail service.
- Use of alternative shipping methods, such as Federal Express, United Parcel Service, Airborne Express, and so forth, were considered

and were deemed unsatisfactory because of one of the following reasons:

- Inability to be delivered within the required time
- Cost exceeds that of USPS Express Mail
- Service to the addressee cannot be provided
- Item being shipped is classified material
- Other shipping methods are not available

USPS Express Mail will not be dispatched to another government agency located within CONUS, Alaska, or Hawaii on Friday or Thursday if Friday is a national holiday. The only exception to this rule is when the originator certifies in writing that the material being shipped will be received by the addressee and is required for work to be performed before the next normal working day. Official mail managers authorizing a shipment with this certification will include a self-addressed, stamped envelope marked attention OMM, and a card serving as a receipt verifying actual time and date the package was delivered. Upon return, this card will be attached to the authorization memo and retained for 1 year.

Commands requiring expedited transit and delivery of material that does not qualify for Express Mail should examine the use of priority mail.

The OMM reviews the request to determine if a valid requirement exists, if service is available to the addressee, and if the packaging and labels are properly prepared before signing as the approving official. A copy of the request will be maintained for 1 year.

Express Mail may **not** be sent to ships, squadrons, or deployable staffs/units whose official mailing address contains an APO/FPO address.

The USPS does not deliver Express Mail directly to the addressee at a military address. On normal working days, USPS delivers Express Mail to the branch post office or central Navy mail facility that services a naval installation. Guaranteed next day delivery is considered accomplished at this point.

On weekends and holidays, when most branch post offices on naval installations, or central Navy mail facilities are closed, Express Mail will be held at the USPS central mail facility and delivered the next normal working day.

Commands/activities using Express Mail on a regular basis, to the same addressee, should periodically monitor their delivery to ensure the

sservice is being provided. The USPS is required to refund all charges if guaranteed delivery is not accomplished.

Express Mail will be controlled by the OMM of the host command or the command affixing the postage using OPNAVINST 5218.7, chapter 3, paragraph K.

Postage will be prepaid on all express mailings by affixing regular commercial postage stamps, commercial postage meter imprints, or through the establishment of an Express Mail Corporate Account.

Express Mail Corporate Accounts

Activities desiring to establish an Express Mail Corporate Account will submit an Express Mail Corporate Account Application, PS Form 5639, (fig. 4-2), to the post office where the express mailings will be made. An Express Mail Corporate Account cannot be established at a military post office. A simpler version of this form can be found in *Express Mail Services*, USPS publication 543.

An initial deposit must be sufficient to cover two weeks' average postage or \$100, whichever is greater. Thereafter, the minimum balance will equal the amount of postage and fees for 1 week or \$50, whichever is greater.

Q4. Express Mail may NOT be sent to a ship with an FPO address. (T/F)

Q5. Activities desiring to establish an Express Mail Corporate Account should submit what PS Form?

FIRST-CLASS MAIL

First-Class Mail may be used for mailing the following materials:

- Official handwritten or typewritten correspondence
- Material, less periodicals (including newsletters) and newspapers, weighing 11 ounces or less, which cannot be mailed more economically at a lower class of postage

Priority Mail/Priority Service

Priority is not a class of mail. It is a division, by weight and payment, of First-Class Mail. All First-Class Mail exceeding 11 ounces is charged at the

priority rate. The priority rate is determined by weight and distance. The following requirements apply:

- Mark all First-Class Mail charged at the priority rate "Priority Mail," using a USPS approved priority sticker or tape. The use of priority rubber stamps or the written word *Priority* on a mail piece will not be recognized by the USPS, and could cause the piece to be included in Standard Mail (A) or Standard Mail (B) shipments. A "priority mail" sticker should be placed on both sides of large envelopes and on all four sides of boxes or large packages to ensure they are processed using the postage rate paid.
- Use of a "Priority Mail" sticker on any mail piece automatically denotes a minimum postage charge equal to a 2-pound priority parcel.
- Use of a specialized Priority Mail Envelope enhances processing and reduces delivery time. This envelope is easily recognizable by its size and bright red, white, and blue colors. Mail dispatched in this manner is delivered within 2 or 3 working days in 90-95 percent of all instances to addresses within the Continental United States. Cost is considerably less than Express Mail and is usually "piggy backed" on Express Mail shipments. Commands/activities are authorized to use the special Priority Mail Envelope for items requiring expedited handling and delivery. These envelopes can be obtained from USPS.

Priority mail may be used for mailing the following materials:

- Official handwritten or typewritten correspondence normally sent as First-Class mail will be sent as priority mail if the weight exceeds 11 ounces
- High-priority shipments, such as Defense Joint Military Pay System (DJMS) documents, not mission capable supply (NMCS), partial mission capable supply (PMCS), casualty reports (CASREPs), or other items critical to flying or marine safety
- Items mailed under the Uniform Material Movement and Issue Priority System (UMMIPS) with a priority designator 01 through 08 consigned to addressees located more than 300 miles from the sender



Express Mail Corporate Account Application

- Scope of Service** The Express Mail Corporate Account enables customers to have the postage and fees for all Express Mail shipments, both domestic and international, withdrawn from one centrally-located account. Customers may deposit Express Mail shipments paid under a Corporate Account at any designated acceptance office, Express Mail collection box, give shipments to designated collection personnel, or call 1-800-222-1811 for pickup.
- Express Mail Service** The United States Postal Service (Postal Service) is hereby requested to provide Express Mail Service under a Corporate Account subject to the provisions set forth below:
- General Provisions**
1. The Postal Service will assign an Express Mail Corporate Account number to be used on Express Mail shipments in lieu of affixing postage.
 2. A deposit estimated as equivalent to two weeks' postage charges or \$100.00, whichever is higher, is required to open a Corporate Account. A minimum balance sufficient to cover average charges incurred within a one-week period or \$50.00, whichever is higher, will be maintained in the account. The Corporate Account will be debited for postage and fees resulting from all Express Mail shipments bearing the designated account number up to 30 days after the account has been closed. Subsequent shipments bearing the account number will be refused.
 3. Express Mail service provided under a Corporate Account may be terminated by the Postal Service upon ten (10) days written notice to the account holder at the address set forth below if for three consecutive postal accounting periods (approximately three months): (1) the account holder fails to maintain the minimum balance required; or (2) the account holder does not use the account. The account holder may terminate the Corporate Account for any reason by giving written notice to the Postal Service.
 4. At the end of each postal accounting period, the Postal Service will provide a Corporate Account mailing statement showing a beginning balance, deposits, a listing of each shipment mailed and date, office of mailing, number of shipments, postage and fees, and the ending balance in the account.

Name _____
Title _____
Company Name _____
Address _____
(Include Apt./Suite No.)
City _____
State _____ Zip + 4 _____
Telephone No. _____
(Area Code)
Signature _____
Date _____



Accepted By _____
(U.S. Postal Service)
Title _____
Date _____

Figure 4-2.—Example of an Express Mail Corporate Account Application, PS Form 5639.

- Shipments of supply issue group I or II material consigned to mobile units and overseas activities served by FPO or APO addresses

Endorse official mail with the word *airmail* only when addressed to a geographical address located in a foreign country. The official mail is then considered to be international mail.

Q6. First-Class Mail weighing over 11 ounces should be sent by what class of mail?

Q7. How is the wording "Priority mail" placed on a package?

PERIODICALS

Periodical mailings are published at a stated frequency with the intent to continue publication indefinitely. These publications are subject to the general standards listed in the *Domestic Mail Manual*, section E200.

STANDARD MAIL (A) AND STANDARD MAIL (B)

Official mailings not qualifying as First-Class or priority mail and weighing more than 4 ounces, but less than 16 ounces, must be endorsed and sent as Standard Mail (A). Standard Mail (B) is matter weighing 16 ounces or more, not mailed or required to be mailed as First-Class Mail, and not mailed as Periodical mail. Official mailings not required to be mailed First-Class or priority mail and weighing more than 16 ounces, but not exceeding 70 pounds or 108 inches in length and girth combined, will be endorsed and sent as Standard Mail (B).

Official mailings having a critical required delivery date (RDD) that do not qualify for transmission as First-Class or priority mail and destined for addresses out of CONUS, including Alaska and Hawaii, may be sent as Military Ordinary Mail (MOM). Such official mailings, in addition to the class of mail endorsement, Standard Mail (A) or Standard Mail (B) as appropriate, must have the abbreviation MOM boldly rubber-stamped or printed on the address side of the envelope or mail container.

SPECIAL POSTAL SERVICES

The four classes of special postal services will be discussed in the following paragraphs.

Registered Mail —The most secure method of transmitting material. A continuous chain of receipts

is maintained from originator to addressee. This security also increases transit times. Registered mail is authorized for the transmission of the following items:

- All classified documents as required by DODINST 5200.1-R
- High value items that are one-of-a-kind, irreplaceable, sensitive, controlled, rare or pilferable, and items having a replacement cost in excess of \$20,000
- Mailable shipments of government owned firearms*
- Criminal investigation evidence
- Cash, original vouchers (disbursing and collecting), and voided or canceled checks
- Commercial transportation tickets, boarding passes, and Air Mobility Command authorizations
- Environmental samples*
- Notification of radiation exposure*
- Mailing former evidence to its owner*
- Mobilization pre-assignment orders to international addresses where this service is authorized*
- Items required by law, regulation, or other government agency rules with which the Navy must comply
- Items specifically authorized by the Chief of Naval Operations (CNO)

*Use of a USPS Return Receipt is authorized for these items.

Certified Mail —The post office provides a record of receipt for certified mail when delivered directly to an addressee or his/her agent. No continuous chain of receipts are maintained for certified mail. Certified mail is handled the same as First-Class or priority mail while in the Postal Distribution System.

Certified mail is authorized for the transmission of the following items:

- Confidential material to facilities cleared for access to classified information under the DOD Industrial Security Program or any non-DOD agency of the Executive Branch

- Letters notifying obligated reservists of unsatisfactory participation in drills, or active duty orders to reservists
- Letters to establishments being declared “Off Limits”
- Equal Employment Opportunity case material mailed to complainants and their representatives*
- Reduction-in-Force notices sent to civilian employees on authorized absence*
- Final decisions of a contracting officer issued under a dispute clause of a government contract
- Other communications for which a receipt is essential to create or preserve rights granted to the United States under a government contract*
- Show cause or cure notices issued under the default clause of a government contract*
- Debarment letters*
- Traffic or driving violations
- Letters of revocation or suspension of installation privileges*
- Adverse personnel actions for military and civilian personnel*
- Illegally held identification cards*
- Questionnaires to injured persons*
- Dishonored checks*
- Legal matters*
 1. Record of trial for all special and general courts-martial
 2. Decisions of the courts of military review
 3. Officer elimination cases
- Items required by law, regulation, or other government agency rules with which the Navy must comply
- Items specifically authorized by the CNO

* Use of a USPS Return Receipt is authorized for these items

Insured Mail —Under the Government Losses in Shipment Act, U.S. Code, Title 40, Section 726, federal agencies are prohibited from insuring articles for the purpose of obtaining indemnity. The Navy will not be reimbursed for the loss or damage to items sent through the United States Postal Service.

Insured mail is authorized for the transmission of the following items:

- Commissary store mailings of vendor coupons to a clearinghouse*
- Motion pictures sent from or to the Navy Motion Picture Exchange*
- Items of value being returned to commercial activities* *
- For accountability reasons when proof of delivery is required for valuable administrative or logistical equipment, supplies, and printed matter* *
- To return borrowed library materials and similar items when required by a non-DOD lender

*Items authorized to be sent via First-Class/priority mail

**Items weighing 2 pounds or more will be sent Standard Mail (B)

No other special postal service will be used in conjunction with insured mail. Mail being sent Registered or Certified will not be insured.

Return Receipts —USPS Return Receipts are used:

- When proof of delivery of official mail to a non-government address is required. If a proof of delivery to another government agency is required, an internal receipt (for example: OPNAV Form 5511/10 for classified material shown in figure 4-3) is used. The addressee is then instructed to acknowledge receipt of the mailing by completing the form and returning it immediately.
- For First-Class/priority mail
- For specific items sent Registered or Certified mail
- When required by law, regulation, or rules of another government agency with which the Navy must comply
- For items specifically authorized by the CNO

Return Receipts will be prepared by the originator. All information on the receipt will be typed, not handwritten. The return address will be the command’s complete mailing address, including the ZIP+4.

OPNAV 5511/10 (Rev 12-89) S/N 0107-LF-008-8000		RECORD OF RECEIPT (REFERENCE OPNAVINST 5510.1H)		THIS RECEIPT MUST BE SIGNED AND RETURN	
ORIGINATOR'S CODE	FILE OR SERIAL NO.	DATE OF MATERIAL	UNCLASSIFIED DESCRIPTION	COPY NO.	NO. OF ENCLS TO MAT'L RCD
ADDRESSEE (Activity Receiving Material)				REGISTERED NUMBER	
SIGNATURE (Authorized Receipt)				DATE	

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Figure 4-3.—Example of a Record of Receipt, OPNAV Form 5511/10.

Return Receipts are not a reliable form of proof of delivery. Return Receipts are signed at the post office point of delivery at the same time a signature is obtained for the Registered or Certified item. Return Receipts often become detached from the item before delivery or lost in the mail while being returned to the originator.

- Q8. *What special service offers a chain of receipts from the originator to addressee?*
- Q9. *Certified mail is handled the same as what other class of mail?*
- Q10. *Under the Government Losses in Shipment Act, federal agencies are prohibited from using what*

special service for the purpose of obtaining indemnity?

- Q11. *When proof of delivery is required on an article mailed to another government agency, what form should be enclosed?*

SUMMARY

In this chapter we examined the different mail classifications used by the United States Postal Service. We talked about the Navy mailing policy and explained the special mailing services available for use on official mail.

ANSWERS TO EMBEDDED QUESTIONS

CHAPTER 4

- A1. *The Domestic Mail Manual.*
- A2. *“DOD official intratheater mail.”*
- A3. *By class.*
- A4. *True.*
- A5. *PS Form 5639.*
- A6. *Priority mail.*
- A7. *Priority mail sticker or tape.*
- A8. *Registered mail.*
- A9. *First-Class.*
- A10. *Insured mail.*
- A11. *OPNAV Form 5511/10.*